

Directions for completing the Team Nutrition mini-grant application for Summer Food Service Programs

1. To be eligible to apply for a mini-grant, sponsors must be participating in the USDA Summer Food Service Program.
2. The Sponsor of the program needs to complete a Team Nutrition Enrollment form at [Team Nutrition Program Enrollment Form](#). This can be submitted with the mini-grant application.
3. List the mini-grant contact person in the top section of the first page of the application. Others may or may not be involved in the activity, so additional names are optional. If a staff member is completing the application, it would be necessary to have administrative approval of the director or administrator to show that the plan is acceptable to them as a part of the sponsor's activity.
4. Mini-grants will be funded if activities are appropriate and expenditures listed follow acceptable cost procedures at [Guidance on Acceptable Team Nutrition Expenditures](#). A sponsor with 5 or less sites can receive a maximum award of \$250, while a sponsor with more than 5 sites may apply for up to \$500.
5. In order to be eligible for reimbursement all funds must be spent and documentation of expenditures must be sent to the address below by **August 15**. Documentation including a written summary must be submitted with the documentation of expenditures outlining what was done, accomplishments, number involved in activity, and any press releases or news articles done about the activity.

Mini-grant applications and summary with complete documentation, including costs should be sent to:

Patti Delger
Team Nutrition Grant Project Director
Bureau of Nutrition, Health and Transportation Services
Grimes State Office Building
400 East 14th St.
Des Moines, IA 50319-0146

Any questions can be directed to Patti Delger at patti.delger@iowa.gov or call 515-281-5676.